

# City of Eureka, California

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Sports Activities Coordinator</b>
<b>Class Code Number</b>	<b>4030</b>

### General Statement of Duties

Coordinates sports activities for the City's Recreation Division; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to coordinate sports activities for the City's Recreation Division. The work is performed under the supervision and direction of higher level staff as assigned, but significant leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over scorekeepers, gymnasium supervisors, and other recreational sports personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a gymnasium, outdoor sports environment, and in a general recreational facility.

### Examples of Essential Work (Illustrative Only)

- Coordinates sports activities for the City's Recreation Division;
- Prepares and maintains softball fields for safe play, including smoothing the infield, raking around the bases, watering, maintaining chalk lines, collecting lost and found items, maintaining scoreboards, repairing fencing, picking up trash, and other related duties;
- Organizes various sports leagues, including recruiting and contacting coaches and sponsors, operating the drafting process for players, trouble shooting weekly game problems, recording standings and game results for the media, and scheduling weekly practice times for coaches;
- Selects, supervises, and trains game officials and score keepers, including teaching game rules and procedures, training in positioning, safety responsibilities, game clock use, and related duties before, during, and after game situations;
- Schedules scorekeepers for games at facilities each weekend, including opening, closing, and providing care of each facility;
- Manages the opening, closing, and set-up of gymnasiums for game play, including scheduling employees and game play;

- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

### **Required Knowledge, Skills, and Abilities**

- Substantial knowledge of the rules, techniques, and procedures of specific games and sports;
- Substantial knowledge of the techniques of playing field maintenance;
- Substantial knowledge of the procedures of opening, closing, and maintenance of gymnasiums;
- Substantial knowledge of the principles, procedures, and techniques of scoring and scheduling;
- Substantial knowledge of recruiting players, coaches, and sponsors;
- Ability to select, supervise, and train officials and score keepers in the rules and procedures of the games;
- Ability to organize and schedule game playing on a weekly basis;
- Ability to keep accurate records and report scores to the media;
- Ability to establish and maintain effective relationships with players, score keepers, coaches, and sponsors;
- Ability to maintain and perform simple repairs on playing fields;
- Ability to set up gymnasiums for safe game playing;
- Ability to assure safety for participants in all games and sports;
- Ability to teach the rules of the games and sports;
- Ability to communicate with employees and participants involved in the games;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Any combination of training and/or experience which is equivalent to:

- High School Diploma or GED, with some college courses or related training;
- Three years of related experience, with at least one year of supervisory experience.

#### **Required Special Qualifications**

- CPR and First Aid Certification;
- Valid Class C California State Driver's License.

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a gymnasium and outdoor sports environment.